

SECRET

6 September 1963

MEMORANDUM FOR : Mr. Kirkpatrick *LBK*

SUBJECT : Report of Cable Secretariat Operations from
1 - 31 August 1963

1. Cables Processed

a. CIA cables processed totaled 19,564 IN cables, 7,509 OUT cables, 1,702 TD's and 3,114 miscellaneous items for a total of 31,889 work items. This represents an increase of 6,734 items or 27% over the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 15,058, an increase of 2,093 or 16% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 46,947 items. The August total represents an increase of 8,829 or 23% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,514 items each 24 hours including Saturdays and Sundays.

d. 1,218 cables or 3% of all cables processed were furnished to the Director as compared to 1,070 or 2.5% for July 1963.

2. Personnel

25X1A There is no change over our previous monthly report. However, our ceiling has increased to [REDACTED] since the CIA Reference File Section was transferred to the Cable Secretariat. This gives us a total strength of [REDACTED] against a ceiling of 96.

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V
Cable Secretary

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GROUP 1

Excluded from automatic
downgrading and
declassification